Kindergarten
# Interim Reports
Printing by Teacher

1. Login to PowerTeacher.

2. From the Main Menu select the Start Page. ⟶

   | Start Page |
   | Daily Bulletin |
   | Staff Directory |
   | Meals |
   | Personalize |
   | Gradebook |
   | Reports |
   | Recommendations |
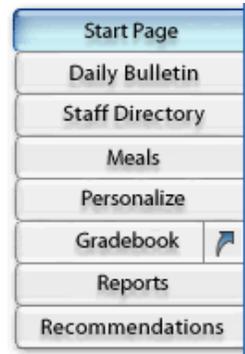
3. Select the printer icon for Homeroom.

   KK Homeroom

4. From the pull down menu in the center select the **KK Interim Q1** report. ⟶

   Class Attendance Audit
   TCAP Labels.1

   Welcome CT

   Student Schedule MS
   Tara Oaks ES Interim Report

   ✓ *KK Interim Q1
   Emergency Contacts Roster
   ES–MS Class Roster
   Field Trip Roster
   High School Class Roster
   Medical Alerts
   Parent Portal Letter.1
   Parent Portal Letter.2.1
   Student Portal Letter.1

5. Click **Submit**
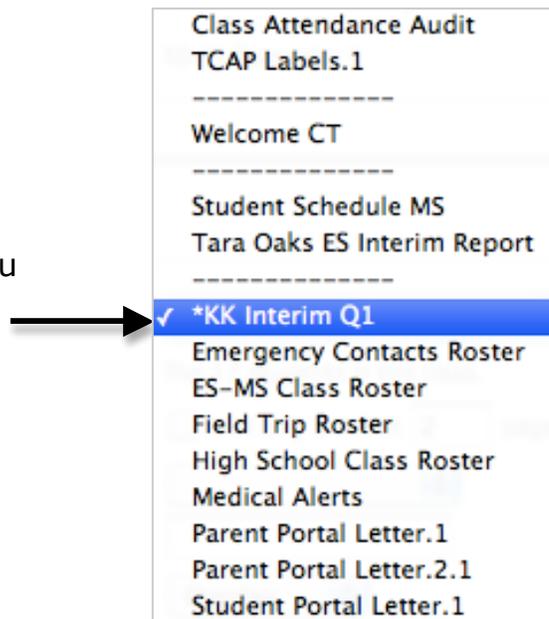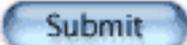
6. The reports will be sent to the **Report Queue** for processing.

7. In the **Report Queue**, the name of the report will display under the **Job Name** column. The **Status** will show the date and time you specified. Click **Refresh** to check the current status of the report.

8. Reminder, if you leave the **Report Queue** to do something else while the report is processing, to return to the **Queue**, click on the **piece of tablet paper** next to the Logout button in the upper right corner of your screen.

9. When it shows **Completed** under the **Status** column, you may click on the word **View** to see/print the report.